



Come Join Our Team!

We are seeking to recruit a suitably qualified, innovative and self-driven professional to be based in Lautoka for the position of **Operations Officer - West**.

Key responsibilities will include:

- Liaise with Vessel and all relevant authorities on vessel arrival and other details like cargo load and discharge, vessel particulars, ETA and ETD and all other related task.
- Liaise with Maersk planners and Fiji Ports Terminal on all vessel load and discharge plan before, during and after vessel Dis charge and load operation.
- Deploy casual workers that are to be engaged during vessel ops and draw up appropriate wages
- Ensure to check with Operations Assistant that all operational documents are in order before vessel arrival
- Attend to agency project works for vessel attendance and/or crew exchange or any other related agency operational works
- Monitor container stock at Depot and ensure that non required and long stay empty units are sent back to NZ.
- Attend to any container issues that might be faced by customers including damages, reefer malfunction and other related issue s.
- Ensure Discharge list is sent to the Depot before vessel arrival for their system update
- Arrange trucks to move empty containers from Suva to Lautoka and vice versa when the need arises.
- Vet Trucking invoice sent by truckers for all empty container movements.
- Verify container numbers and location on Maersk CITRIX system.
- Create PO request with PO numbers for all vessel operation and trucking costs and send to finance to raise SSFL invoice to be sent to Maersk for payment
- Attend to weighing of containers at customers request with our BISON portable weighing device

Reporting directly to the Lautoka Branch Manager, the successful incumbent must have the following pre- requisites:

Position Competencies and Personal Attributes

- Accuracy and customer-oriented mindset and excellent interpersonal skills
- Strong negotiation and leadership skills and the ability to lead casuals
- People oriented and results driven
- Results driven with excellent problem-solving capability
- An attitude of attention to detail and ability to demonstrate sound planning skills
- Ability to maintain a high level of accuracy for all types of work and reporting
- Ability to maintain confidentiality and demonstrate sound work ethics
- Possess cultural awareness and sensitivity
- Valid Group 2 Driver's licence

Education & Work Experience:

- A University diploma in operations, logistics, or customer service will be a plus
- Proven experience of 3 years as an Operations Officer, knowledge of logistics operations and shipping procedures will be an added advantage
- Knowledge on maritime regulations including OHS and handling dangerous goods

Shipping Services (Fiji) Pte Ltd offers an attractive salary package with benefits which will commensurate with qualifications and experience to the successful candidates.

All applications with a cover letter, a detailed CV and copies of relevant certificates/transcripts and character references are to be addressed to:

The Administration Manager,
Email: vacancies@ssfl.com.fj

Applications close on 24th July, 2026